

FY2013 CT Arts Endowment Grantees Final Report Instructions



Department of Economic and
Community Development

Office of the Arts

This document was created to assist with the electronic filing process of your FY2013 Connecticut Arts Endowment Final Report. The deadline to complete your final report is **Wednesday, February 5, 2014**.

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Submissions

Title	Category	Owner	Status	
	FY2013 ACP-3 Implementation (closed)	You	Submitted	View / Edit
	FY2013 Arts Endowment Fund (closed)	You	Submitted	View / Edit

Select FY2013 Arts
Endowment Fund

Then Select "View"



Select "CAEF Final
Report Form" and
complete your FY13
Final Report

Task

Actions

Status

Deadline



[CAEF Final Report Form](#)

Incomplete

Enter the following into the text boxes provided within the e-granting final report:

- Grant Number
- Grant Amount Received
- Organization Name and Contact Information
- Organization Fiscal Year end date
- Organization's Operating Income for the fiscal year being reported
- Narrative: explain specifically how funds were used.
- Financial Report: report expense categories in which the CT Arts Endowment Fund grant was spent.
 - Staff Salaries – Administration
 - Staff Salaries – Programmatic / Technical
 - Outside Professional Services
 - Equipment & Supplies
 - Space Rental or Occupancy Costs (including utilities)
 - Marketing / Publicity / Advertising / Printing
 - Capital Expenses
 - Organization's Endowment
 - Other
- Certification: submitted by, title, date

Contact FluidReview for technical support at support@fluidreview.com